

=char(32)

Video- Preproduction : Spanish Field Day

Teacher Name: **Amity Beane**

Student Name: _____

CATEGORY	4	3	2	1	Score
Teamwork	Students meet and discuss regularly. All students contribute to the discussion and all are listened to respectfully. All team members contribute a fair share of the work.	Students meet and discuss regularly. Most students contribute to the discussion and are listened to respectfully. All team members contribute a fair share of the work.	A couple of team meetings are held. Most students contribute to the discussion and are listened to respectfully. All team members contribute a fair share of the work.	Meetings are not held AND/OR some team members do not contribute a fair share of the work.	
Concept	Team has a clear picture of what they are trying to achieve. Each member can describe what they are trying to do and generally how his/her work will contribute to the final product.	Team has a fairly clear picture of what they are trying to achieve. Each member can describe what they are trying to do overall but has trouble describing how his/her work will contribute to the final product.	Team has brainstormed their concept, but no clear focus has emerged for the team. Team members may describe the goals/final product differently.	Team has spent little effort on brainstorming and refining a concept. Team members are unclear on the goals and how their contributions will help them reach the goal.	

Storyboard	Storyboard is complete with sketches for each scene, detailed notes on titles, transitions, special effects, sound, etc. Storyboard reflects outstanding planning and organization for the visuals in the video.	Storyboard is relatively complete with sketches for most scenes, and notes on titles, transitions, special effects, sound, etc. Storyboard reflects effective planning and organization for the visuals in the video.	Storyboard has glaring omissions in scene planning. There are some sketches, and notes on titles, transitions, special effects, sound, etc. Storyboard reflects attempts at planning and organization for the visuals in the video.	Storyboard is not done or is so incomplete that it could not be used even as a general guide. Storyboard reflects very little planning of the visuals.	
Script	Script is complete and it is clear what each actor will say and do. Entries and exits are scripted as are important movements. Script is quite professional.	Script is mostly complete. It is clear what each actor will say and do. Script is shows planning.	Script has a few major flaws. It is not always clear what the actors are to say and do. Script shows an attempt at planning, but seems incomplete.	There is no script. Actors are expected to invent what they say and do as they go along.	
Equipment Preparation	All necessary equipment/supplies are located and scheduled well in advance. All equipment (sound, light, video) is checked the day before the shoot to ensure it is operational. A backup plan is developed to cover possible problems with power, light, etc.	All necessary equipment/supplies are located and scheduled a few days in advance. All equipment (sound, light, video) are checked the day before the shoot to ensure they are operational. A backup plan is developed.	On the day of the shoot, all necessary equipment/supplies are located and checked to ensure they are operational. There may or may not be a backup plan.	Needed supplies/equipment are missing OR were not checked before the shoot.	

Research	Note cards indicate that the group members developed questions about the assigned topic, consulted at least 3 reference sources, developed a position based on their sources, and correctly cited their sources.	Note cards indicate that the group members consulted at least 3 reference sources, developed a position based on their sources, and correctly cited their sources.	Note cards indicate that the group members consulted at least 2 reference sources, developed a position based on their sources, and correctly cited their sources.	There are fewer than two notecards OR sources are incorrectly cited.	
Lighting Setup	Additional lighting has been used to eliminate shadows and glares. Cameras are set to the appropriate light level.	Additional lighting has been used, but may not be set up optimally. Cameras are set to the appropriate light level.	Cameras are set to appropriate light level, but no additional lighting was used when needed.	Cameras are not set to appropriate light level. Additional lighting may, or may not, be used.	
Sound Setup	Microphones are positioned optimally to ensure that important sounds and dialogue are captured. The team has made every attempt to anticipate and filter out unwanted ambient noise in the recording.	Microphones are positioned optimally to ensure that important sounds and dialogue are captured.	At least one microphone (in addition to that on the camera) is used to ensure that dialogue is captured.	Little attention was paid to ensuring quality sound during the shoot.	